

**Substance Abuse and Mental Health  
Services Administration**

**I-SATS ON-LINE  
User's Guide**

With  
**I-SATS Quick Retrieval Service (IQRS)**

Prepared for:

**Substance Abuse and Mental Health Services Administration  
Office of Applied Studies  
5600 Fishers Lane, Room 16-105  
Rockville, Maryland 20857**

Prepared by:

**Synectics for Management Decisions  
1901 North Moore Street  
Suite 900  
Arlington, Virginia 22209**

**April 2002**

## **I-SATS On-line User's Guide**

This document is intended for use by State personnel who work with the Inventory of Substance Abuse Treatment Services (I-SATS). It provides detailed instructions for using the I-SATS On-line to update the I-SATS. The screens encountered while using the I-SATS On-line are displayed in Appendix A. Appendix B provides a detailed description of the I-SATS, including guidelines for the types of facilities to be included in the I-SATS, a definition of "state-approved" facilities, and an explanation of how update information is processed. Appendix C provides instructions for using the I-SATS Quick Retrieval Service (IQRS) for searching the I-SATS to produce files and lists of the facilities on the I-SATS. Questions about the I-SATS On-line should be directed to Synectics, SAMHSA's contractor for I-SATS activities. (See page 7 for contact names and phone numbers).

### **What is the I-SATS?**

The I-SATS (Inventory of Substance Abuse Treatment Services) is an electronic national inventory of substance abuse treatment facilities maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA) in cooperation with the States. It contains all facilities known to SAMHSA, including facilities that have been "approved"<sup>1</sup> by their State's substance abuse agency as well as facilities that are not "State-approved." The I-SATS is the foundation of the Drug Abuse Services Information System (DASIS), serving as the basis for other DASIS components<sup>1</sup>. The I-SATS contains basic information on each facility such as name and location address, mailing address, telephone number, director name, and general services offered. Keeping the I-SATS current, accurate and complete is of critical importance to the DASIS programs.

### **How is the I-SATS Kept Up-to-date?**

Keeping the I-SATS current, accurate and complete requires an intensive cooperative effort by State, SAMHSA and Synectics personnel<sup>1</sup>. Information on new facilities, closed facilities and changes in facility data is provided primarily by State substance abuse agencies, but also comes from individual facilities and the National Survey of Substance Abuse Treatment Services (N-SSATS). Synectics continuously receives information to update the I-SATS by mail, telephone, fax, email, and through the I-SATS On-line. The primary method used by State substance abuse agencies to update the I-SATS is the I-SATS On-line.

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<sup>1</sup> See Appendix B.

## **What is the I-SATS On-line?**

The I-SATS On-line is an Internet-based application that is used by States to update the I-SATS. Authorized users can add new facilities and view the information for existing I-SATS facilities in their State through the I-SATS On-line web site. Using simple on-line forms<sup>2</sup>, new facilities can be added to the I-SATS, and facilities currently on the I-SATS can be closed or updated. New facilities added through the I-SATS On-line are automatically assigned an I-SATS ID number. Users have access to all facilities on the I-SATS in their own state, including both State-approved and non-approved facilities. Users need a user ID and password to access the web site that can be obtained from Synectics.

## **What is the IQRS?**

The IQRS<sup>3</sup> is a tool within the I-SATS On-line that States can use to search the I-SATS and to view, print or download data for one or more of the facilities in their own State. Its purpose is to provide a quick and convenient method for States to obtain up-to-the minute information on facilities in the I-SATS. Whereas the I-SATS On-line is used to add new facilities and to "call up" and change information for individual facilities, the IQRS allows the user to search the I-SATS and to produce a list or electronic file of some or all facilities in the State. IQRS searches may be done by State, city, county, zip code, or by facility name, address, or ID number. Access to the IQRS is obtained through a link on the I-SATS On-line home page. Instructions for using the IQRS are provided in Appendix C and on the I-SATS On-line web site.

## **How to use the I-SATS On-line.**

### **Obtaining a password**

Before you can begin using the I-SATS, you must **obtain an ID and Password** by calling the I-SATS Administrator at Synectics (703-807-2329). Synectics will confirm your authority to access the I-SATS, and assign your ID and Password. Each person in the State needing to access the I-SATS should request an ID and Password. To protect the integrity of the system, the ID and Password should be kept confidential and should not be shared with others. States are also responsible for notifying Synectics when a password should be deactivated because of personnel changes.

### **Accessing the I-SATS On-line and IQRS:**

1. Enter the following URL in the address field of your Internet browser and press **[enter]**:

[http://dasis3.samhsa.gov/isats/wfr\\_secure.get\\_idpw](http://dasis3.samhsa.gov/isats/wfr_secure.get_idpw)

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<sup>2</sup> See Appendix A.

<sup>3</sup> See Appendix C.

2. The *I-SATS On-line Entrance Page* (See page A1) will be displayed. Enter your User ID and Password and select **[Sign On]**.
3. The *I-SATS On-line Home Page* (See page A2) will be displayed. On the home page, you can choose from the following four links:

Go to I-SATS Quick Retrieval Service

Enter a new facility

Enter a new facility based on an existing one

Select a facility to update

4. To search the I-SATS using the IQRS, select Go to I-SATS Quick Retrieval Service. See Appendix C for IQRS instructions.
5. **To Add, delete or change facility information on the I-SATS**

Select one of the three remaining options to add, delete or update a facility.

- **Enter a new facility** - Use this option when adding a facility to the I-SATS.

By choosing "Enter a new facility," a *New Facility Registration Request* form will be displayed (see page A3-A4). The information in the top section of this form is required, while the information in the bottom section is optional. Specific instructions for completing the form are available by clicking on "Instructions and Definitions" at the top of the web page (and see pages A5-A7).

Once the *New Facility Registration Request* form has been completed, check it for accuracy, and then click on **[submit]** at the bottom of the form. If all necessary information has been provided, a "*New Facility Request Confirmation*" form will appear (See page A8). This form confirms receipt of the new facility information, **provides the new facility's I-SATS ID number, and displays the data submitted**. The confirmation form should be printed and kept for your records by selecting "print" from the browser's File menu (or hit Ctrl+P). If changes are required after the data have been submitted, click on **[Update this request]** at the bottom of the confirmation screen, make the necessary changes and submit again. (DO NOT use the browser back button to make corrections).

- **Enter a new facility based on an existing one** - This option is useful when the new facility to be added shares information with a facility already on the I-SATS, e.g. the new facility may have the same name, phone number and director but a different location. The record for the 'existing' facility is not affected by this option and remains on the I-SATS database.

By choosing "Enter a new facility based on an existing one," the *Facility ID Page* will be displayed (See page A9). On that page, enter the I-SATS ID (or select your State from the dropdown list and enter the State ID) for the facility on the I-SATS that will be the basis for creating the new facility record. Click on **[Display Update Form]** and a *New*

**Facility Request Based on Existing Facility** will appear (See pages A10-A11). Specific instructions for completing this form are available by clicking on "[Instructions and Definitions](#)" at the top of the web page (and see pages A5-A7). This form is exactly like the new registration form except many of the data fields will be filled. Make all of the necessary changes to create a record for the new facility, then click on **[Submit]**. If all of the necessary information has been provided, a "**New Facility Request Confirmation**" form will appear (See page A8). Printing the confirmation screen as described above is recommended.

If additional changes are required after the data have been submitted, click on **[Update this request]** at the bottom of the confirmation screen, make the changes and submit again. (DO NOT use the browser back button to make corrections).

- **Select a facility to update** - This option is used to close a facility or to change the information for an existing facility.

By choosing "[Select a facility to update](#)," the **Facility ID Page** will be displayed (see page A9). On that page, enter the I-SATS ID (or select your State from the dropdown list and enter the State ID) for the facility that will be updated. Click on **[Display Update Form]** and the **Facility Change Request** will appear (See pages A12-A13). This form has two columns. In the left column is the current information for the selected facility. On the right is the same information, but in a format that allows it to be modified.

**First**, enter the "[Effective date of change or date facility closed](#)" in the field above the data columns. Then, make all necessary changes in the **right** column. If the facility is being closed, select the most appropriate reason for the closure in the "Status Code" field. No other changes are needed for closed facilities. Specific instructions for completing the form are available by clicking on "[Instructions and Definitions](#)" at the top of the web page (and see pages A14-A17).

After entering the effective date and all needed changes in the right column, click **[submit]** at the bottom of the page. If all of the necessary information has been provided, a "**Facility Change Request Confirmation**" screen will appear (see page A18). Printing the Change Request Confirmation screen as described above is recommended. If additional changes are required after the data have been submitted, click on **[Update this request]** at the bottom of the confirmation screen, make the changes and submit again. (DO NOT use the browser back button to make additional changes).

## **SPECIAL NOTES**

1. **Changes made with I-SATS On-line are not immediate** - Changes and new facilities are reviewed by Synectics (for quality control purposes) before being added to the I-SATS. Changes and additions are usually completed within a week.
2. **Change pending** - Facility additions and changes submitted through the I-SATS On-line are kept in a "pending" state until the I-SATS administrator makes the change or addition to the

I-SATS database. A facility with a “pending” change may only be accessed by the person originating the change or addition. This eliminates the possibility of someone else making a change to your change. If you try to access a "pending" facility, a note near the top of the web page will state that a change is pending and will identify the person responsible for the pending change. Once a facility change is no longer “pending," the facility may be accessed by any authorized user, and additional changes may be made in the usual way.

3. **Inactive facilities** - The I-SATS contains inactive / closed facilities as well as active facilities, and both are accessible through the I-SATS On-line and IQRS. When viewing the on-line **Facility change request** form, the facility’s active or inactive status is shown in the “Status Code” field at the beginning of the facility information. **TAKE NOTE OF THE STATUS CODE BEFORE ATTEMPTING TO UPDATE A FACILITY’S INFORMATION.** If you want to reopen an inactive/closed facility, make sure you change the facility's status code to "active." If a facility is to remain inactive, it is not necessary to make changes to the facility information because inactive facilities do not appear in reports or directories, and are not a part of the N-SSATS.
  
4. **When not to close a facility** - If a facility loses State "approval" but continues to provide substance abuse treatment services, do not close the facility. On the **Facility Change Request** form, simply change the **Facility Status** (line 2 of facility information) from “State approved” to “non-State approved.” Also, when a facility changes name or address, it is not necessary to close the facility unless your State system requires a new I-SATS ID number. You may simply update the information and the same I-SATS ID number will be retained.

**Having problems or questions?**

<b>Contact:</b>	<b>voice</b>	<b>fax</b>	<b>Email</b>
Alicia McCoy	703-807-2329	703-528-6421	aliciam@smdi.com
Jim DeLozier	703-807-2331	703-528-6421	jimd@smdi.com

The screens that you will encounter as you use the I-SATS On-line are shown on the following pages of Appendix A:

Page A1	I-SATS On-line Entrance Page
Page A2	I-SATS On-line Home Page
Pages A3-4	New Facility Registration Request
Pages A5-7	New Facility Registration Form Instructions
Page A8	New Facility Request Confirmation
Page A9	Facility ID Page
Pages A10-11	New Facility Request Based On Existing Facility
Pages A12-13	Facility Change Request
Pages A14-17	Facility Change Request Form Instructions
Page A18	Facility Change Request Confirmation



## I-SATS ON-LINE

You must have a valid User ID and Password to use this function. To obtain a User ID and Password, please request it from the [I-SATS Project Office](#).

Please Enter Your User ID and Password:

User ID:

Password:

New Password:  (optional)



# SAMHSA

## I-SATS ON-LINE

Welcome to the Inventory of Substance Abuse Treatment Services (I-SATS) ON-LINE. This application is offered by the Office of Applied Studies, Substance Abuse and Mental Health Services Administration to provide State substance abuse agency staff with electronic access and updating capability to their facility data. In addition, outside users of the I-SATS, including researchers and substance abuse personnel, may access portions of this site on a read-only basis. We hope you find this site easy to use. Please direct your comments and questions to the I-SATS Project Office (703) 807-2329, at Synectics for Management Decisions Inc, the managers of this site.

TESTER4 of AZ was signed on.

[Go to I-SATS Quick Retrieval Service](#)

[Enter a New Facility](#)

[Enter a New Facility Based on an Existing One](#)

[Select a Facility to Update](#)

[Return to DASIS Home Page](#)

NOTICE: The Office of Applied Studies estimates that it takes an average of 5 minutes to register a new facility and 3 minutes to update information on an existing facility, as a by-product of State activities. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer; Room 16-105, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this project is 0930-0106.

### SAMHSA INVENTORY OF SUBSTANCE ABUSE TREATMENT SERVICES (I-SATS) NEW SUBSTANCE ABUSE FACILITY REGISTRATION REQUEST

[Instructions and Definitions](#) / [Questions and Comments](#)

I-SATS ID : (Assigned by I-SATS Database manager)

Activation Date:  (MM/DD/YYYY)

REQUIRED NEW FACILITY INFORMATION	
Facility Status: <input checked="" type="radio"/> State Approved Facility <input type="radio"/> Non-State Approved Facility	
Facility Name	
1.	<input type="text"/>
2.	<input type="text"/>
Location Address	
1.	<input type="text"/>
2.	<input type="text"/>
City, State, Zip Code (Location)	
<input type="text"/>	, AL <input type="text"/> - <input type="text"/>
County Name	
<input type="text"/>	
Mailing Address (if different)	
1.	<input type="text"/>
2.	<input type="text"/>
<input type="text"/>	, <input type="text"/> - <input type="text"/>
Telephone Number: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext: <input type="text"/>	
Fax Number: ( <input type="text"/> ) <input type="text"/> - <input type="text"/> None: <input checked="" type="checkbox"/>	
TEDS Reporter: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Don't know	
Services Provided:	
<input type="radio"/> Administrative Services ONLY	
<input type="radio"/> Substance Abuse Treatment/Detoxification	
<input type="radio"/> Non-Treatment Halfway House	
<input checked="" type="radio"/> Other Non-treatment Services Only	
<b>All fields below this point are optional</b>	
STATE ID	
<input type="text"/>	
FDA (Methadone) ID	
<input type="text"/>	
EIN	
<input type="text"/>	
Director Name, Title	
Prefix: <input type="text"/>	

First:	<input type="text"/>
MI:	<input type="text"/>
Last:	<input type="text"/>
Suffix:	<input type="text"/>
Title:	<input type="text"/>
Director Phone Number / Ext.	
	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext: <input type="text"/>

## **I-SATS NEW SUBSTANCE ABUSE FACILITY REGISTRATION REQUEST**

### **INSTRUCTIONS AND DEFINITIONS**

#### **General:**

Use this form to add NEW substance abuse facilities to the I-SATS.

**A Substance Abuse Facility** is considered to be the place at which substance abuse services are provided.

**Required New Facility Information** - The registration form is divided into two sections. All data items (but the mailing address field) in the "REQUIRED NEW FACILITY INFORMATION" section must have an entry. Mailing address should be provided if different from the location address.

**Optional Information** - Information in the "OPTIONAL" section may be entered if known, but is not required for submission of the record.

**Submit new record** - Before submitting the record, verify all information and check spelling carefully. Avoid abbreviations, but use standard abbreviations when necessary. When all information is correct, scroll to the bottom of the screen and click on the "submit" button. After a facility has been submitted, a 'Confirmation" screen is given which provides the new facility's I-SATS ID number and displays all the newly entered facility data. **PRINT** the confirmation screen for your records. Further changes can be made immediately by clicking on the "update this request" button at the bottom of the page, then resubmitting (DO NOT USE THE BROWSER BACK BUTTON).

#### **I-SATS ID:**

Leave this item blank. This unique identification number is assigned automatically by the system when the completed form is submitted. The number will appear on the confirmation screen immediately after a successful submission.

### **REQUIRED DATA ITEMS**

#### **Activation Date:**

Enter the date that the facility was first licensed, sanctioned or otherwise approved by the State to provide substance abuse services.

**Facility Status:**

This field will have the button already checked to classify the facility as state approved. Verify that the state-approved button is checked. A "State Approved" facility is a substance abuse treatment facility, provider or program that the Single State Agency (SSA) determines to be appropriate for inclusion in SAMHSA's National Directory of Substance Abuse Treatment Services and the On-line Substance Abuse Treatment Facility Locator. Approved facilities may or may not be licensed, certified or otherwise recognized by the Single State Agency (SSA) to provide substance abuse services. SSA's may also approve facilities that they know to be licensed, operated or accredited by other State agencies or accrediting organizations such as JCAHO, CARF, etc."

**Facility Name:**

Line 1 of facility name should include the corporate name or highest level name of the facility. Line 2 of facility name, when applicable, should include a unit or program name that uniquely identifies the facility.

Names should be complete. Abbreviations should only be used if full name will not fit in space provided.

**Location Address:**

Location address is the address where substance abuse services are provided.

Enter street name and number, suite or room number, building name, etc.

Use Location Address line 2, as needed.

Location address should never include a PO Box number.

DO NOT enter the facility name, or the city, state or zip code in the location address fields.

**City, State and Zip Code (Location):**

Enter city, state and zip code for the location address.

**County Name:**

Enter county in which the substance abuse facility is located.

**Mailing Address (if different):**

Mailing address information is completed only if different from the location address.

Enter city, state and zip code for the mailing address. This information must always be completed if mailing address 1 or 2 has an entry.

If the mail for a facility is received by a "parent" organization at a location different than the location of the treatment facility, use the parent mailing address, but the location address must still be the address identifying the physical location of the facility for which the I-SATS registration is being completed.

**Telephone Number:**

Enter telephone number for the facility. This should be the number for the facility providing the services, not the number for the corporate or parent facility, if any.

**Fax Number:**

Enter fax number for the facility, if known. Check the “none” button if facility has no fax or the number is unavailable. This should be the number for the facility providing the services, not the number for the corporate or parent facility, if any.

**TEDS Reporter:**

Check the appropriate button to indicate whether this facility will report data to TEDS.

**Services Provided:**

Click **one** radio button to indicate the service(s) provided by this facility.

Administrative Services ONLY - The facility ONLY provides administrative services such as billing, personnel and scheduling that are provided for another substance abuse services site(s).

Substance Abuse Treatment / detoxification - The facility provides services that focus on initiating and maintaining an individual's recovery from substance abuse and on averting relapse and/or management of acute intoxication and withdrawal.

Non-treatment Halfway House - The facility provides residential services designed to provide a transition period for clients before returning to independent living. Substance abuse treatment services are not offered by the Halfway House.

Other non-treatment services - The facility provides ONLY services such as intake/assessment/referral, sobering-up stations, and collateral services.

**OPTIONAL DATA ITEMS**

**State ID:**

Enter State ID, if applicable.

**FDA (Methadone) ID:**

Enter FDA (Methadone) ID, if applicable.

**EIN:**

Enter Employer Identification Number.

**Director Name, Title:**

Enter as much information for the Director as available.

**Director Phone Number / Extension:**

Enter the director's phone number even if it is the same as the facility's number.

## SAMHSA INVENTORY OF SUBSTANCE ABUSE TREATMENT SERVICES (I-SATS) SUBSTANCE ABUSE FACILITY CHANGE REQUEST

[Instructions and Definitions](#) / [Questions and Comments](#)

**Thank you:** Your request to add facility: has been accepted and is pending approval by the I-SATS Database Manager. It has been assigned I-SATS ID:VA000221

**I-SATS ID :** VA000221

**New Facility Effective on:** 09/15/2001

NEW FACILITY INFORMATION
Status Code: A Status Date: 09/15/2001
Facility Status: State Approved Facility
STATE ID
Facility Name My Facility Main Street Location
Location Address 1234 Main Street  City, State, Zip Code (Location) Arlington, VA 22209
County Name: Arlington
Mailing Address (if different) PO Box 1234 Arlington, VA 22209
Telephone Number / Ext. (703)807-2331 Ext.
Fax Number
TEDS Reporter: Y
Services Provided: Substance Abuse Treatment/Detoxification
FDA (Methadone) ID:
EIN:
Director Name and Title Mr James DeLozier
Director Phone Number / Ext. (703)807-2331

Update this Request

Return to Menu



## I-SATS ON-LINE - Facility ID

Please Enter a I-SATS Facility ID

I-SATS ID:

-- OR --

Enter a State Facility ID:

State:

State ID:

### SAMHSA INVENTORY OF SUBSTANCE ABUSE TREATMENT SERVICES (I-SATS) NEW SUBSTANCE ABUSE FACILITY REGISTRATION REQUEST

[Instructions and Definitions](#) / [Questions and Comments](#)

I-SATS ID : (Assigned by I-SATS Database manager)

Activation Date:  (MM/DD/YYYY)

REQUIRED NEW FACILITY INFORMATION	
Facility Status: <input checked="" type="radio"/> State Approved Facility <input type="radio"/> Non-State Approved Facility	
Facility Name	
1.	<input type="text" value="Prime Treatment Center"/>
2.	<input type="text"/>
Location Address	
1.	<input type="text" value="1111 North 15th Street"/>
2.	<input type="text"/>
City, State, Zip Code (Location)	
<input type="text" value="Arlington"/>	, <input type="text" value="VA"/> <input type="text" value="22209"/> - <input type="text"/>
County Name	
<input type="text" value="Arlington"/>	
Mailing Address (if different)	
1.	<input type="text"/>
2.	<input type="text"/>
<input type="text"/> , <input type="text"/> <input type="text"/> - <input type="text"/>	
Telephone Number: <input type="text" value="(703) 275 - 1800"/> ext: <input type="text"/>	
Fax Number: <input type="text" value="() -"/> None: <input checked="" type="checkbox"/>	
TEDS Reporter: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't know	
Services Provided:	
<input type="radio"/> Administrative Services ONLY	
<input checked="" type="radio"/> Substance Abuse Treatment/Detoxification	
<input type="radio"/> Non-Treatment Halfway House	
<input type="radio"/> Other Non-treatment Services Only	
<b>All fields below this point are optional</b>	
STATE ID	
<input type="text"/>	
FDA (Methadone) ID	
<input type="text"/>	
EIN	
<input type="text"/>	
Director Name, Title	
Prefix: <input type="text"/>	

Page A - 11 New Facility Request Based on Existing Facility (cont)

First:	<input type="text"/>
MI:	<input type="text"/>
Last:	<input type="text"/>
Suffix:	<input type="text"/>
Title:	<input type="text"/>
Director Phone Number / Ext.	
	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext: <input type="text"/>

## SAMHSA INVENTORY OF SUBSTANCE ABUSE TREATMENT SERVICES (I-SATS) SUBSTANCE ABUSE FACILITY CHANGE REQUEST

*[Instructions and Definitions](#) / [Questions and Comments](#)*

I-SATS ID : VA902757

Effective Date of Change or Date Facility Closed:  (MM/DD/YYYY)

CURRENT FACILITY INFORMATION	UPDATED FACILITY INFORMATION
<b>REQUIRED FACILITY INFORMATION</b>	
Status Code: I Status Date: 01-APR-02	Status Code: <input type="radio"/> Active <input type="radio"/> Duplicate Closed <input type="radio"/> Merged w/Other Facility <input type="radio"/> No Longer Provides SAS <input type="radio"/> Physically Closed <input checked="" type="radio"/> Inactive/Unknown Reason
Facility Status: State Approved Facility	Facility Status: <input checked="" type="radio"/> State Approved Facility <input type="radio"/> Non-State Approved Facility
STATE ID VA90	STATE ID <input type="text" value="VA90"/>
Facility Name Prima Treatment Center	Facility Name 1. <input type="text" value="Prima Treatment Center"/> 2. <input type="text"/>
Location Address 1111 North 15th Street  City, State, Zip Code (Location) Arlington, VA 22209	Location Address 1. <input type="text" value="1111 North 15th Street"/> 2. <input type="text"/> City, State, Zip Code <input type="text" value="Arlington"/> , <input type="text" value="VA"/> <input type="text" value="22209"/> - <input type="text"/>
County Name:	County Name: <input type="text"/>
Mailing Address (if different)	Mailing Address (if different) 1. <input type="text"/> 2. <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> - <input type="text"/>
Telephone Number / Ext. (703)276-1800 Ext.	Telephone Number / Ext. ( <input type="text" value="703"/> ) <input type="text" value="276"/> - <input type="text" value="1800"/> ext: <input type="text"/>
Fax Number	Fax Number ( <input type="text"/> ) <input type="text"/> - <input type="text"/> None: <input checked="" type="checkbox"/>
TEDS Reporter: N	TEDS Reporter: <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know
Services Provided: Substance Abuse Treatment/Detoxification	Services Provided: <input type="radio"/> Administrative Services ONLY <input checked="" type="radio"/> Substance Abuse Treatment/Detoxification <input type="radio"/> Non-Treatment Halfway House <input type="radio"/> Other Non-treatment Services Only
<b>All fields below this point are optional</b>	

FDA (Methadone) ID:	FDA (Methadone) ID: <input type="text"/>
EIN:	EIN: <input type="text"/>
Director Name and Title Jim DeLozier	Director Name Prefix: <input type="text"/> First: <input type="text" value="Jim"/> MI: <input type="text"/> Last: <input type="text" value="DeLozier"/> Suffix: <input type="text"/> Title: <input type="text"/>
Director Phone Number / Ext.	Director Phone Number / Ext. ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext: <input type="text"/>

## I-SATS SUBSTANCE ABUSE FACILITY CHANGE REQUEST

### INSTRUCTIONS AND DEFINITIONS

#### GENERAL

Use this form to update or revise the information for a substance abuse facility currently included in the I-SATS.

**A Substance Abuse Facility** is considered to be the place at which substance abuse services are provided.

**Making changes** - Review the current information in the left column (Current Facility Information) and make necessary changes in the right column (Updated Facility Information).

**Required Facility Information** - The "Effective date of change or date facility closed" MUST be provided. The registration form is divided into two sections. All data items (but the mailing address field) in the "REQUIRED FACILITY INFORMATION" section must have an entry. Mailing address should be provided if different from the location address, but the record will be accepted if that field is blank.

**Optional Information** - Information in the "OPTIONAL" section may be entered if known, but is not required for submission of the record.

**Submit updated record** - Before submitting the record, verify all information and check spelling carefully. Avoid abbreviations, but use standard abbreviations when necessary. When all information is correct, scroll to the bottom of the screen and click on the "submit" button. After a registration request has been submitted, a "Confirmation" screen is given which displays all the facility data. **PRINT** the confirmation screen for your records. Further changes can be made immediately by clicking on the "update this request" button at the bottom of the page. Changes thereafter can be made by using the "select a facility to update" button on the main menu.

### REQUIRED DATA ITEMS

#### **Effective Date of Change or Date Facility Closed:**

Provide appropriate date in the format MM/DD/YYYY. (When changing a facility's "Service Provided" code to *substance abuse treatment / detoxification*, the effective date of change should be the date that the facility started providing treatment/detoxification services. When changing the "Services provided" from *substance abuse treatment/detoxification* to another service, the effective date of change should be the date the facility stopped providing treatment/detoxification services).

**Status Code:**

Click the appropriate button to indicate facility status. When changing status from "active" to "inactive/closed," select the most appropriate reason for the closure from the categories given:

- Active
- Physically Closed (Facility no longer in business)
- Duplicate - Closed (Facility is a duplicate of another active facility on the I-SATS)
- Merged with another facility -Closed (Facility merged with another active facility on the I-SATS)
- No longer provides substance abuse services - Closed (Facility still in business but does not provide substance abuse services)
- Inactive/closed - reason unknown (use this category only if no other category applies)

**Facility Status:**

Click appropriate button to indicate whether facility is a State-Approved or Non-State Approved facility. A "State-Approved" facility is a substance abuse treatment facility, provider or program that the Single State Agency (SSA) determines to be appropriate for inclusion in SAMHSA's National Directory of Substance Abuse Treatment Services and the On-line Substance Abuse Treatment Facility Locator. Approved facilities may or may not be licensed, certified or otherwise recognized by the Single State Agency (SSA) to provide substance abuse services. SSA's may also approve facilities that they know to be licensed, operated or accredited by other State agencies or accrediting organizations such as JCAHO, CARF, etc."

**State ID:**

Enter new or revised State ID, if applicable.

**Facility Name:**

Line 1 of facility name should include the corporate name or highest level name of the facility.

Line 2 of facility name, when applicable, should include a unit or program name that uniquely identifies the facility.

Names should be complete. Abbreviations should only be used if the full name will not fit in the space provided.

**Location Address:**

Location address is the address where substance abuse services are provided.

Enter street name and number, suite or room number, building name, etc.

Use Location Address line 2, as needed.

Location address should never include a PO Box number.

DO NOT enter the facility name, or the city, state or zip code in the location address fields.

**City, State and Zip Code (Location):**

Enter city, state and zip code for the location address.

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**County Name:**

Enter county in which the substance abuse facility is located.

**Mailing Address (if different):**

Mailing address information is completed only if different from the location address.

Enter city, state and zip code for the mailing address. This information must always be completed if mailing address 1 or 2 has an entry.

If the mail for a facility is received by a "parent" organization at a location different than the location of the treatment facility, use the parent mailing address. The location address must still be the address identifying the physical location of the facility for which this form is being completed.

**Telephone Number:**

Enter telephone number for the facility. This should be the number for the facility providing the services, not the number for the corporate or parent facility, if any.

**Fax Number:**

Enter fax number for the facility, if known. Check the "none" button if facility has no fax or the number is unavailable. This should be the number for the facility providing the services, not the number for the corporate or parent facility, if any.

**TEDS Reporter:**

Check the appropriate button to indicate whether this facility reports or will report data to TEDS.

**Services Provided:**

Click one radio button to indicate the service(s) provided by this facility. (See instructions for "Effective Date of Change" above for determining the effective date when making a change to this data item).

Administrative Services ONLY - The facility ONLY provides administrative services such as billing, personnel and scheduling that are provided for another substance abuse services site(s).

Substance Abuse Treatment / detoxification- The facility provides services that focus on initiating and maintaining an individual's recovery from substance abuse and on averting relapse and/or management of acute intoxication and withdrawal.

Non-treatment Halfway House - The facility provides residential services designed to provide a transition period for clients before returning to independent living. Substance abuse treatment services are not offered by the Halfway House.

Other non-treatment services - The facility provides ONLY services such as intake/assessment/referral, sobering-up stations, and collateral services.

## **OPTIONAL DATA ITEMS**

**FDA (Methadone) ID:**

Enter new or revised FDA (Methadone) ID, if applicable.

**EIN:**

Enter new or revised Employer Identification Number.

**Director Name, Title:**

Enter as much information for the Director as available.

**Director Phone Number / Extension:**

Enter the director's phone number even if it is the same as the facility's number.

## SAMHSA INVENTORY OF SUBSTANCE ABUSE TREATMENT SERVICES (I-SATS) SUBSTANCE ABUSE FACILITY CHANGE REQUEST

[Instructions and Definitions](#) / [Questions and Comments](#)

**Thank you:** Your change request has been accepted, and is pending approval by the I-SATS Database Manager.

**I-SATS ID :** VA90

**Effective Date of Change or Date Facility Closed:** 09/13/2001

UPDATED FACILITY INFORMATION
Status Code: P Status Date: 09/13/2001
Facility Status: State Approved Facility
STATE ID VA90
Facility Name Prima Treatment Center
Location Address 1111 North 15th Street  City, State, Zip Code (Location) Arlington, VA 22209
County Name: Arlington
Mailing Address (if different)
Telephone Number / Ext. (703)276-1800 Ext.
Fax Number
TEDS Reporter: N
Services Provided: Substance Abuse Treatment/Detoxification
FDA (Methadone) ID:
EIN:
Director Name and Title Jim DeLozier
Director Phone Number / Ext.

Update this Request

Return to Menu

## **Appendix B**

### **About the I-SATS**

The I-SATS is a national inventory of substance abuse treatment facilities maintained by the Substance Abuse and Mental Health Services Administration (SAMHSA) in cooperation with the States. It is the goal of SAMHSA to include on the I-SATS all private and public facilities in the United States that provide substance abuse treatment.

#### **A. Purpose of the I-SATS**

The I-SATS serves three major purposes:

1. It is the source of national data on the number and location of substance abuse treatment facilities.
2. It is the frame for the annual N-SSATS and monthly Mini N-SSATS, and a sampling frame for other special studies of substance abuse treatment.
3. It is the basis of the *National Directory of Drug and Alcohol Abuse Treatment Programs* and the on-line *Substance Abuse Treatment Facility Locator*.

To best serve these purposes, it is SAMHSA's objective to make the I-SATS as current and comprehensive as possible. Therefore, the I-SATS is updated continuously using information received from a variety of sources. In an effort to bring State to State uniformity to the I-SATS listings, we provide below guidelines on what should and should not be included in the I-SATS, where information for I-SATS updates comes from, how update information is processed, and what is meant by a "State-approved" facility.

#### **B. Facilities Included on I-SATS**

As a rule, to be included in the I-SATS a facility must provide substance abuse treatment services. While there are some non-treatment<sup>1</sup> facilities on the I-SATS, it is comprised primarily of facilities that directly provide substance abuse treatment. "Treatment" includes any of the following services or programs:

- Inpatient or residential rehabilitation services
- Outpatient rehabilitation services
- Detoxification services

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<sup>1</sup> Substance abuse facilities that do not provide treatment, such as those providing only prevention or administrative services, may be included on the I-SATS at the State's request. These facilities are generally included on the I-SATS because a) the facility is an administrative unit of other I-SATS treatment facilities, or b) the State wants the facility to have an I-SATS number for block grant or other reasons. Non-treatment facilities on the I-SATS are not included in the N-SSATS, the *Directory* or *Treatment Facility Locator*.

- Opioid Treatment Programs (methadone / LAAM maintenance)
- DUI / DWI programs that include treatment
- Halfway house services that include treatment<sup>2</sup>

These treatment services may be provided in a private or publicly owned/operated facility in any setting, including the following:

- Hospital
- Residential facility
- Outpatient facility
- Mental health facility with substance abuse treatment program
- Other kind of clinic or facility with substance abuse treatment program

In order to serve the three purposes listed above, it is important that the I-SATS include each location or site at which treatment services are provided. Frequently, a single organization will provide treatment services at multiple sites. These administratively-linked facilities should be entered on the I-SATS individually, regardless of whether they are considered as a single facility or as several facilities by the State. For example, if a single State license is issued to an organization that operates treatment facilities at several locations, each of the locations should be listed on the I-SATS. Similarly, if a State contracts for treatment services with an organization that operates multiple treatment sites, each treatment site should be included in the I-SATS.

Separate entries on I-SATS for each facility location provides users of the *Directory* and *Facility Locator* with the maximum number of options when seeking treatment. During the N-SSATS, each location will be asked to provide data if that is feasible, but a central location can provide data for subsidiary locations when that is necessary.

### **C. Facilities not included on I-SATS**

Substance abuse facilities generally not included on the I-SATS, except at the request of the State, include:

- Prevention only programs
- DUI/DWI education programs that do not include treatment
- Facilities that provide administrative services only
- Private (solo) practitioners<sup>3</sup>

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<sup>2</sup> Halfway houses without treatment services may also be included in the I-SATS. As a public service, these facilities will be listed in the *Directory* and *Locator* with no service codes so it is clear they do not provide treatment services.

- Programs in jails, prisons and detention centers
- Programs serving incarcerated clients only
- Temporary/transient programs
- Satellite facilities (facilities that, generally, operate part-time, are staffed from a central location, and have their administrative functions like record maintenance, phone and mail services at a central location).

#### **D. "State-Approved"**

Treatment facilities on the I-SATS are classified as either "State-approved" or "non-State-approved". This distinction determines which facilities are included in SAMHSA's *National Directory of Drug and Alcohol Abuse Treatment Programs* and *Web-based Substance Abuse Treatment Facility Locator* (<http://findtreatment.samhsa.gov>). Only "State-approved" facilities are eligible for inclusion in these two treatment resources.

The definition of "State-approved" may vary from State to State since each State sets its own criteria for "approved" and makes its own decision as to whether an individual treatment facility will be designated as approved or not. Generally, the State Substance Abuse Agency (SSA) should designate as "State-approved" all facilities that it funds, licenses, certifies, regulates, contracts with or otherwise recognizes as a provider of substance abuse treatment services. The SSA, however, is encouraged to designate as "approved" all treatment facilities that it deems appropriate for inclusion in the *National Directory* and *Facility Locator* so that the public has access to information on the widest possible array of treatment options. For example, the State is encouraged to "approve" substance abuse treatment facilities that are licensed, operated or regulated by other State agencies or accredited by organizations such as JCAHO, CARF, etc. In the case of administratively-linked facilities (as described above), when one facility is State-approved, States are encouraged to designate linked facilities as approved when the SSA believes that is appropriate.

State-approved, as used in the context of the I-SATS, does not imply recommendation or endorsement of the facility or its programs by the State. It does, however, imply that the State has sufficient knowledge of the facility and its substance abuse treatment program to believe it is appropriate to include the facility in a public listing of available treatment resources.

Facilities that are operated or monitored by the Federal Government will be included in the *National Directory* and *Treatment Facility Locator* regardless of their State-approved status. For example, SAMHSA-accredited OTP's (Opioid Treatment Programs that use

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<sup>3</sup> While private (solo) practitioners are not generally included in the I-SATS, when a State chooses to include such practitioners, they will be treated as "facilities" for purposes of the N-SSATS, Directory and Locator.

drugs such as methadone or LAAM in the treatment of narcotic addiction), and programs operated by the Department of Veterans Affairs and the Department of Defense will be included in the *National Directory and Treatment Facility Locator*.

### **E. I-SATS Maintenance**

Keeping the I-SATS current and correct is a constant process that requires careful coordination among the States, Synectics and MPR. Facility information changes frequently and sources of update information vary in the accuracy and timeliness of their data. To minimize errors and resolve conflicting information, many facility changes are confirmed before being added to the I-SATS database. The result is a steady flow of information to and from Synectics, MPR and the various sources of I-SATS information.

#### ***Sources of I-SATS update information***

There are three major sources of I-SATS update information:

1. **State substance abuse agencies** - State representatives provide information through the I-SATS On-line and by fax, email, and telephone. There is considerable variation in the frequency of state updates, but most states are able to provide updates on a monthly basis. States are the major source for new facilities, and provide name, address and other changes as well. States are the sole determinant of whether a facility is "state-approved."
2. **N-SSATS and mini N-SSATS data collection feedback** - During the survey process, many changes in facility information are determined from survey responses and from post office return forms. During a typical N-SSATS, more than half of the respondents report some change in name, address, or phone number. Respondents also provide information on "new" facilities, usually other facilities with the same ownership that were not sent questionnaires.
3. **Individual treatment facilities** - Synectics is contacted frequently by individual providers, usually because the provider wants to be added to the Directory and the Treatment Facility Locator, or because they want to update information in those resources.

#### ***Verification of update data***

Having erroneous data in the I-SATS causes significant data collection problems in the N-SSATS, and results in public display of incorrect information in the *Directory and Treatment Facility Locator*. Therefore, all information received by Synectics to update

the I-SATS, is reviewed by I-SATS technical staff before any change is accepted. In some situations, the data provided for updates is confirmed by a second source. Some information provided by states, for example, is confirmed with the facility. States are notified of virtually all facility changes resulting from the N-SSATS respondents and individual providers. Changes are sent to the state for confirmation and/or to provide the state with the new information.

The general process for reviewing update data varies according to the source and circumstances as follows:

### ***State submitted update information***

- 1. New facility** - When information on a "new" facility is received from a State, the I-SATS staff searches the I-SATS database for a possible duplicate. If none is found, the facility is added to the database. If an identical or nearly identical name or address is found, the State and facility may be contacted to determine whether or not the "new" facility is a duplicate of one already on the I-SATS. A new facility added under these circumstances should have a name and address that clearly distinguishes it from other facilities in the I-SATS. When necessary, the I-SATS staff will work with the State and the facility to modify the name and/or address to eliminate the appearance of duplication. New facilities submitted by the States and accepted by the I-SATS technical staff are always added to the I-SATS as State-approved.
- 2. Facility closure** - States inactivate ("close") a facility for various reasons. In some instances, the facility may still provide treatment services. In some States, for example, the State may "close" a facility in the I-SATS because it no longer has a license, but it may be legally permitted to continue providing services. For this reason, a facility closed by a State is contacted to determine if it is still providing treatment services. If it reports that it is, the facility remains active on the I-SATS, but its State-approved status is changed to "non-State-approved." Such a facility will be included in future N-SSATS, but will be removed from the *Locator* and will not be included in the next *Directory*. The State is notified of our findings and action and, if requested, the State is provided with the name and phone number of the person providing the facility information.
- 3. Name, address, or other change** - Facility name and address changes submitted by a State are generally verified with the individual facilities. (This applies to substantive changes, not minor wording or format changes). If the facility confirms the information submitted by the State, the I-SATS is updated. If the facility reports a different change than that submitted by the State, the I-SATS is updated with the information provided by the facility. If the facility reports that the information currently in the I-SATS is correct and that the change submitted by the State should not be made, the I-SATS is not updated. In the last two scenarios, the State is informed that we made a different change than the change they requested or that we

did not change the information that they requested, as directed by the facility. When this occurs, the State is provided with the name and telephone number of the person at the facility who provided the information, and the facility's I-SATS ID number. Due to the high volume of facility changes processed by the I-SATS staff, it is not feasible to provide the State with all of the facility information but, with the ID number, the State easily can review the facility data using the IQRS.

### ***N-SSATS data collection information***

1. **New facility** - Facilities identified during the N-SSATS are added to the I-SATS, if it is determined that they are not duplicates of facilities already on the I-SATS. Such facilities are classified as non-State-approved, and their information is sent to the State for a determination of whether they should or should not be classified as State-approved. If the State informs us that the facility is a duplicate of an existing facility (a duplicate that the I-SATS technical staff did not catch) or that the facility does not provide treatment services, the facility is "closed" on the I-SATS.
2. **Facility closure** - Facilities found to be out of business, duplicates of another facility on the I-SATS, or no longer providing treatment services are "closed" on the I-SATS, with the appropriate reason for closure indicated. If the facility was classified as "State-approved," the State is informed of the closure if the State has asked to be informed of closures. (States are not automatically informed of facility closures, but may request to be informed). Closures are easily identifiable to the States through periodic searches of the I-SATS using the IQRS.
3. **Name, address, or other change** - Name and address changes reported by the facility are used to update the I-SATS after it is determined that the new name or address is not currently on the I-SATS (to avoid duplicates). Possible duplicates are researched by contacting the facility and/or the State. As with facility closures, States are informed of the name and address changes if the State has so requested.

### ***Individual provider information***

1. **New facility** - Facilities contact us directly and request to be added to the *Locator* or *Directory*. If the facility representative states that they provide substance abuse treatment services, and we determine that the facility is not already in the I-SATS, the facility is added to the I-SATS as a "non-State-approved" facility. The State is then notified of the facility action and requested to classify the facility as "State-approved" or not. If the facility is classified as State-approved, it is included in the next Mini N-SSATS or the annual N-SSATS, whichever comes first. Upon

completion of the N-SSATS questionnaire, the facility may be added to the *Locator* and *Directory* at the next update of those files. If the facility is not State-approved, it remains on the I-SATS and is included in the next annual N-SSATS, but is not included in the *Directory* or *Locator*. Since non-State-approved facilities are never made public, there is no advantage for a facility to seek addition to the I-SATS under false pretenses.

2. **Facility closure** - Closures reported directly by a facility are handled in the same manner as closures determined during the N-SSATS as described above.
3. **Name, address, or other change** - Name and address changes reported directly by a facility are handled in the same manner as changes determined during the N-SSATS as described above.

#### **F. Updates of the Treatment Facility Locator and Directory**

The *Directory* and the *Treatment Facility Locator* include State-approved facilities that provide treatment and respond to the N-SSATS. The *National Directory* is published at the end of each annual N-SSATS using the most current information available at that time. As a published document, it is not updated again until it is published after the next year's survey, though an errata sheet is sometimes issued approximately 6 months after publication with corrections and changes. The *Treatment Facility Locator* is updated on a monthly basis. Facility updates are made and closed facilities are removed monthly. Newly identified State-approved facilities are surveyed in the N-SSATS or Mini N-SSATS, whichever comes first. Once the N-SSATS data are received, the facility is added to the *Locator* at the next monthly update. Similarly, N-SSATS respondents that are changed from non-State-approved to State-approved are added to the *Locator* in the next monthly update.

#### **G. Special Situations:**

More than one facility operating at the same address - On occasion, two or more independently operated facilities will share the same address. In order to avoid duplicate listings, we will always verify these cases. In the I-SATS listing for such places, clearly distinguishing names are essential. In many cases, the addresses also can be distinguished by adding unit, room, floor or suite numbers.

Multiple units in the same facility - Some facilities have multiple treatment units at one location that may be licensed independently, or that the facility or the State wishes to have identified as separate treatment facilities. If the names are the same, distinguishing among them can be confusing. As with multiple facilities at one address

described above, it is important that the 2 name fields are used to provide distinguishing names. When feasible, the addresses should also be distinguishable through the use of a unit name or number, floor, room, suite or other distinguishing information.

State's official or license name is different than the "common" name - I-SATS allows for 2 "common" names and 2 "legal" names. The name(s) the facility wants to be known by is entered in the "facility name" field(s), and the official, legal name used by the State, when different, is entered in the "legal name" field(s). The common names are displayed in the *Directory* and *Facility Locator*. When a State knows about facilities that use a name other than their legal or licensed name, such information should be provided to the I-SATS technical staff. Facilities known by the I-SATS staff to have legal names different than their common name can be viewed by using the output of the IQRS.

## Appendix C

### **I-SATS On-line Quick Retrieval Service (IQRS)**

#### **Users Guide**

The IQRS is used to search the I-SATS On-line for facilities in your State. You may select all facilities in the State or you may select a subset of facilities based on whether they are:

- State-approved or non-approved,
- Treatment or non-treatment,
- TEDS reporters or non-reporters, and
- Active or not active.

You may also search for facilities based on their name, address, or ID number.

You may print the results of your search or download the facility information in a file on your PC. Information displayed for the selected facilities includes name, address, mailing address, and selected facility characteristics. General instructions for using the IQRS are provided on the web site, and more specific instructions are provided below.

These instructions are based on the use of Internet Explorer version 5 or higher and Netscape version 6 or higher. Use of older versions of browsers may produce different results.

#### **1. To begin a search**

On the *I-SATS On-line Home Page* (see page A-3), select the link "Go to I-SATS Quick Retrieval Service." You must be logged onto the I-SATS On-line to access this page. This takes you to the *IQRS Home Page* (Page C-4) that provides a general overview of the IQRS. Select **[continue]** to go to the *Search Options Page* (page C-5) where you can choose the general type of search from the following options:

- Find facilities in a specific city
- Find facilities in a specific county
- Find facilities in one or more zip codes
- Find facilities throughout your state
- Search for a facility by I-SATS ID or State ID
- Search for a facility by name or address

Selecting one of the search options will display one of 6 *Specify Search Pages* that allows you to specify more details for the search. Each general search option has a corresponding *Specify Search Page* as follows:

General search option	"Specify search" page
City	Search by city (Page C-6)
County	Search by county (Page C-7)
Zip code(s)	Search by Zip code (Page C-8)
State	Search entire State (Page C-9)
Individual facility ID	Search by facility ID (Page C-10)
Facility name or address	Search by facility name or address (Page C-11)

When one of the *Specify Search Pages* is displayed, select from the drop-down box or enter needed data as appropriate. For example, if the "city search" option is chosen, select the specific city from the drop down list. If the "name or address" option is chosen, select the appropriate radio button and enter some or all of the facility name or address. (Note that if a city (or county) does not appear in the drop down list, it means there is no facility on the I-SATS that meets your search criteria with that city (or county) as its location address).

After you have entered the needed information on the *Specify Search Page*, you may select **[search now]** and a list will be produced that includes all active, State-approved facilities in your State that meet the selection criteria specified.

If you select **[continue]** on the *Specify Search Page*, you will go to the *Selection Refinement Page* (page C-12). On this page, you can select whether or not your search will produce facilities that are State-approved, active, TEDS reporters, or substance abuse treatment providers. Using the radio buttons, specify one choice for each variable. After making the choices, select **[search]** to produce a list of facilities in your State that meet all the criteria specified.

## 2. Search Results

After the search criteria have been specified and **[search]** selected, the results of the search are displayed on the screen in a *Search Results Page* (page C13). (If no facilities are displayed, there are no facilities in the I-SATS that match the search criteria). From this page, the results can be printed or downloaded in a file on your PC.

### 2.a Print options

To print the results of the search, select the "print" link on the *Search Results Page*. This will display the *Print Instructions Page* (page C14) which describes 3 options for printing the search results. The 3 options are:

1. Print a formatted, abbreviated version of the search results:  
On the *Print Instructions Page*, select the "print" link to display selected variables from the search in a *Formatted Output Page* (page C15). To print the *Formatted Output Page*, select "print" from the browser File menu. Choose this print option if you need only the variables displayed and prefer a condensed list. Note that the facilities in this list are in order alphabetically by city and by name within city.
2. Print the complete Search Results screen:  
From the *Search Results Page*, select "print" from the browser's File menu. This option prints the output exactly as it is displayed on the *Search Results Page* (B13). This print option provides more information than option one, but the output is not well formatted. If the entire page is not displayed in the printed document, changing the print setting to "landscape" generally solves the problem.
3. Print a list from a downloaded file:  
Follow the instructions shown in section 2.b below to download the search results to your PC. Then use the mail merge function in WORD or other word processing program to produce a list of facilities. This is the most flexible printing option, allowing the user to select the variables to print, sort the list on any variable, and format the list to meet the user's needs.

## 2.b File download

Search results can be downloaded to a file on your PC. On the *Search Results Page*, select the "download" link to display the *Download Instructions* (page C16). To download the file, select one of the following links at the bottom of the page:

"EXCEL FORMAT"

"TEXT FORMAT (tab delimited)"

"TEXT FORMAT (comma delimited)"

The search results will then be displayed on the screen in the selected format. The EXCEL results will be displayed as an EXCEL sheet that can be saved in the usual manner. Page C17 shows a tab delimited output page. Once the tab or comma delimited results are displayed on your screen, select "save as" from the browser File menu. Specify a folder where the file is to be saved, and give the file a name. In the "save as type" window, select "text file (\*.txt)". Then select the save button.

The first row of data in the downloaded file contains column headers, which can be used as field names in EXCEL, database and mail merge programs. The downloaded file will have more variables than are displayed in the *Search Results Page*. A complete list of the variables is provided through the "file layout" link on the *Download Instructions* page and on pages C18-19.

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

The **IQRS** allows you to quickly search SAMHSA's **I**nventory of **S**ubstance **A**buse **T**reatment **S**ervices( **I-SATS** ) to retrieve information about one or more of the substance abuse treatment facilities in **your State** . You may select all facilities, or you may restrict your search to only facilities with certain characteristics (State approved or not, active or not, TEDS reporter or not, treatment/non-treatment). You may print the results of the search or you may download the results as a computer readable file.

## Use IQRS to --

- List facilities in your state - choose the entire state, a city, county or zip code(s)
- List facilities that are approved/non-approved, active/inactive TEDS reporters/non-reporters, treatment/non-treatment
- Retrieve a facility by all or part of its name or address
- Retrieve a single facility by I-SATS number or State ID number
- Download a computer-readable file or print a list of selected facilities

To begin your search, click

CONTINUE

*( Your search is restricted to facilities in your State. If you want a list or file of all State-approved facilities for another State or for all States, contact Synectics at 703-807-2329. You may also go to the on-line [Treatment Facility Locator](#) and use the List Search to list all State-approved facilities that responded to the N-SSATS).*

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

**Click on ONE of the following options :**

- Find facilities in a [specific city](#)
- Find facilities in a [specific county](#)
- Find facilities in one or more [zip codes](#)
- Find facilities throughout [your State](#)
- Search for a facility by [I-SATS ID or State ID](#)
- Search for a facility by [name or address](#)

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

**Please select a city first**

To list all active, State-approved facilities in the specified city, click

SEARCH NOW

Please click continue to specify the kinds of facilities to select

CONTINUE

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

**Please select a county first**

Apache 

To list ALL facilities in this county, click

SEARCH NOW

Please click continue to specify the kinds of facilities to select

CONTINUE

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

**Enter one or more zip codes:**

<input type="text"/>				
<input type="text"/>				

To list all active, State-approved facilities in the specified zip code(s), click

**SEARCH NOW**

To select facilities according to characteristics, click

**CONTINUE**

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

To list all active, State-approved facilities in your State, click

SEARCH NOW

To select facilities according to characteristics, click

CONTINUE

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

- Enter I-SATS ID:  OR
- Enter State ID:

To list the facility with the specified ID, click

*Department of Health  
& Human Services*

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

**SAMHSA**  
*Office of Applied Studies*

- 
- Enter all or part of the **facility name** :  OR  
 Enter all or part of facility **street name** :

To list all active, State-approved facilities with the specified name or street address, click

SEARCH NOW

To select facilities according to characteristics, click

CONTINUE

# I-SATS QUICK RETRIEVAL SERVICE (IQRS)

To select the kinds of facilities to be included in your search, click on the appropriate buttons. One button must be selected in each of the four categories. After you have made your selections, click on the **SEARCH** button to display the results of the search.

### State-approved/Not State-approved

- Find State-approved facilities only
- Find non-approved facilities only
- Find approved and non-approved facilities

### TEDS Reporter/Non TEDS Reporter

- Find TEDS Reporters only
- Find non-TEDS Reporters only
- Find TEDS and non-TEDS Reporters

### Active/Inactive

- Find active facilities only
- Find non-active facilities only
- Find facilities in any status

### Treatment facilities/Non treatment facilities

- Find treatment facilities only
- Find non-treatment facilities only
- Find treatment and non-treatment facilities

SEARCH

RESET FORM

**I-SATS QUICK RETRIEVAL SERVICE Results for AZ**

[DOWNLOAD](#)   [PRINT](#)   [Return to I-SATS Online](#)

Your request for the city matching Flagstaff, AZ returned the following 5 facilities:

<b>I-SATS ID:</b> AZ1..... <b>State ID:</b> AZ1..... <b>Phone:</b> (520) 773-1060x16339	<b>Name1:</b> Aspen Hill Behavioral Health System <b>Name2:</b> <b>Addr1:</b> 305 West Forest Avenue <b>Addr2:</b> <b>City:</b> Flagstaff <b>St:</b> AZ <b>Zip:</b> 86001 <b>Zip4:</b> <b>Legal1:</b> Aspen Hill Behavioral Health System <b>Legal2:</b> <b>County:</b> Coconino	<b>Mail addr1:</b> <b>M-addr2:</b> <b>M-city:</b> M-St: <b>M-zip:</b> M-zip4: <b>Dir first:</b> Cheryl <b>last:</b> Newton <b>Status:</b> A <b>St-approv:</b> Y <b>TEDS:</b> N <b>Treatment:</b> Y <b>Agency:</b> NONE <b>Updated:</b> 19-MAR-01
<b>I-SATS ID:</b> AZ1..... <b>State ID:</b> 210..... <b>Phone:</b> (520) 714-0010	<b>Name1:</b> Community Medical Services <b>Name2:</b> <b>Addr1:</b> 2559 East 7th Avenue <b>Addr2:</b> <b>City:</b> Flagstaff <b>St:</b> AZ <b>Zip:</b> 86004 <b>Zip4:</b> 3722 <b>Legal1:</b> Community Medical Services <b>Legal2:</b> <b>County:</b> Coconino	<b>Mail addr1:</b> <b>M-addr2:</b> <b>M-city:</b> M-St: <b>M-zip:</b> M-zip4: <b>Dir first:</b> Teresa <b>last:</b> Behm <b>Status:</b> A <b>St-approv:</b> Y <b>TEDS:</b> Y <b>Treatment:</b> Y <b>Agency:</b> NONE <b>Updated:</b> 18-JAN-01
<b>I-SATS ID:</b> AZ7..... <b>State ID:</b> AZ7..... <b>Phone:</b> (520) 526-2968	<b>Name1:</b> Native Americans for Community Action <b>Name2:</b> Substance Abuse Services <b>Addr1:</b> 2717 North Steves Boulevard <b>Addr2:</b> Suite 11 <b>City:</b> Flagstaff <b>St:</b> AZ <b>Zip:</b> 86004 <b>Zip4:</b> <b>Legal1:</b> Native Americans for Community Action <b>Legal2:</b> Substance Abuse Services <b>County:</b> Coconino	<b>Mail addr1:</b> <b>M-addr2:</b> <b>M-city:</b> M-St: <b>M-zip:</b> M-zip4: <b>Dir first:</b> Dana <b>last:</b> Russell <b>Status:</b> A <b>St-approv:</b> Y <b>TEDS:</b> Y <b>Treatment:</b> N <b>Agency:</b> IHS <b>Updated:</b> 27-JUL-00
<b>I-SATS ID:</b> AZ1..... <b>State ID:</b> B4920..... <b>Phone:</b> (520) 773-9376	<b>Name1:</b> Northern Arizona <b>Name2:</b> Substance Abuse Services <b>Addr1:</b> 2101 North 4th Street <b>Addr2:</b> Suite 215 <b>City:</b> Flagstaff <b>St:</b> AZ <b>Zip:</b> 86004 <b>Zip4:</b> <b>Legal1:</b> Northern Arizona Substance Abuse Servs <b>Legal2:</b> <b>County:</b> Coconino	<b>Mail addr1:</b> P.O. Box 31063 <b>M-addr2:</b> <b>M-city:</b> Flagstaff <b>M-St:</b> AZ <b>M-zip:</b> 86003 <b>M-zip4:</b> 1063 <b>Dir first:</b> Mary <b>last:</b> Erhart <b>Status:</b> A <b>St-approv:</b> Y <b>TEDS:</b> N <b>Treatment:</b> Y <b>Agency:</b> NONE <b>Updated:</b> 18-JAN-01
<b>I-SATS ID:</b> AZ1..... <b>State ID:</b> 150..... <b>Phone:</b> (520) 527-1899	<b>Name1:</b> The Guidance Center Inc <b>Name2:</b> <b>Addr1:</b> 2187 North Vickey Street <b>Addr2:</b> <b>City:</b> Flagstaff <b>St:</b> AZ <b>Zip:</b> 86004 <b>Zip4:</b> <b>Legal1:</b> The Guidance Center <b>Legal2:</b> <b>County:</b> Coconino	<b>Mail addr1:</b> <b>M-addr2:</b> <b>M-city:</b> M-St: <b>M-zip:</b> M-zip4: <b>Dir first:</b> Michael <b>last:</b> Thompson <b>Status:</b> A <b>St-approv:</b> Y <b>TEDS:</b> Y <b>Treatment:</b> Y <b>Agency:</b> NONE <b>Updated:</b> 17-MAY-01

## About Print:

There are 3 options for printing the results of your search.

1. You may print an abbreviated "printer friendly" version of the results that includes only the facility ID numbers, telephone, name and location address. This list is in alphabetical order on city name. To view and print this list, select [PRINT](#) . Once the list is displayed on your screen, choose print from the file menu.
2. You may print all facility data exactly as it is displayed in your search results, including the borders (frames). To do so, click on your browser's back button to return to the search results page, then choose print from the file menu. This list is in alphabetical order on city name.
3. You may also print the search results by first downloading the search results to a file on your PC. Then you may print from the downloaded file using software of your choice such as the mail merge/catalog function in WORD or other word processing program. This method is the most flexible since you may choose which data items to print, sort your printed list on any variable and format the printed page to your specifications. To download the file, click on your browser's back button to return to the search results page, choose download and follow the download instructions.

<b>ID / Phone</b>	<b>Name / Address</b>
State ID: AZ1..... I-SATS ID: AZ1..... (520) 773-1060x16339	Aspen Hill Behavioral Health System 305 West Forest Avenue Flagstaff AZ 86001
State ID: 210..... I-SATS ID: AZ1..... (520) 714-0010	Community Medical Services 2559 East 7th Avenue Flagstaff AZ 86004 3722
State ID: AZ7..... I-SATS ID: AZ7..... (520) 526-2968	Native Americans for Community Action Substance Abuse Services 2717 North Steves Boulevard Suite 11 Flagstaff AZ 86004
State ID: B4920..... I-SATS ID: AZ1..... (520) 773-9376	Northern Arizona Substance Abuse Services 2101 North 4th Street Suite 215 Flagstaff AZ 86004
State ID: 150..... I-SATS ID: AZ1..... (520) 527-1899	The Guidance Center Inc 2187 North Vickey Street Flagstaff AZ 86004

## About Download:

The results of your search can be downloaded in Excel format, tab delimited ASCII text, or comma delimited ASCII text. Click on [file layout](#) to display a description of the data file. Here are the steps to download a data file and save it on your PC:

1. Click on one of the 3 file formats shown below. Depending on the configuration of your PC, the data will be displayed directly on the screen in the selected format or a download window will appear.
2.
  - If the data are displayed directly on your screen, save the file by using "**Save as**" from your browser's **File** menu: Click on **File**, then **Save As**. In the **Save Web Page** dialog box, specify a folder in the **Save in** window, and type a name of your choosing in the **File name** window.
  - If a download window appears, click on **Save File**, then specify a folder and file name of your choosing.
3. If you select an **ASCII TEXT** format, proceed as described above and in the "**Save as type**" window, select "**text file(\*.txt)**". Finally, click on the **SAVE** button.
4. If you select **EXCEL** as the display format, your data will be displayed as an Excel spreadsheet in your browser window. Save the file by using "**Save As**" from the **File** menu. In the "**Save as type**" window select the format you want from among several file formats including Excel workbook, html, dbase, and ASCII text.
5. In all downloadable files, the first line of data contains column headers, which can be used as field names in EXCEL, database and mail merge programs. The field names are described in the File Layout.

[EXCEL FORMAT](#)

[TEXT FORMAT \(tab delimited\)](#)

[TEXT FORMAT \(comma delimited\)](#)

Page C - 17 Tab delimited output

i-sats_id	state_id	phone	name1	name2	Addr1	Addr2	city	st	zi
"ST10.. "	"AZ102 "	"(928) 773-1000x16339"			"Aspen Hill Behavioral Health Syste				
"AZ101 "	"210 "	"(928) 714-0000"			"Community Medical Services"				" "
"AZ75 "	"AZ75"	"(928) 526-0000"			"Native Americans for Community Ac				
"AZ103 "	"B492098 "	"(928) 773- "			"Northern Arizona"				"Substance
"AZ100 "	"150 "	"(928) 527-0000"			"The Guidance Center Inc"				" "

**About data file:**

Below is a data layout describing the data elements (fields) in a downloaded file.

Field	Description
I-SATS_id	Facility I-SATS ID
State_id	State ID
Phone	Complete phone number
Name1	Facility name line 1
Name2	Facility name line 2
Addr1	Location address line 1
Addr2	Location address line 2
City	Location City
St	State Abbreviation
Zip	Zip code - 5 digit
Zip4	Zip code 4 digit suffix
Legal1	Facility Legal name 1
Legal2	Facility Legal name 2
County	County name
Mail_addr1	Mail address line 1
M_addr2	Mail address line 2
M_city	Mail city
M_st	Mail state
M_zip	Mail zip code - 5 digit
M_zip4	Mail zip code 4 digit suffix
Dir_first	Director first name
Last	Director last name

<b>Field</b>	<b>Description</b>
Status	Status Code (A = Active, I = Not active, P = Physically closed, M = Merged, U = Duplicate closed, S = No longer provides sub abuse services)
St_approv	Facility "approved" Status (Y = State approved, N = Not State approved)
TEDS	TEDS reporter indicator (Y = Yes, N = No)
Treatment	Treatment indicator (Y = Yes, N = No)
Updated	Date last updated
Agency	Federal agency control
N_SSATS1	N-SSATS participation(yr) Blank = Not surveyed, Completed = fully participated in year specified, Client count only = participated but only provided client counts, Non-participant = did not participate in year specified, Closed = facility determined to be closed in survey specified
N_SSATS2	N-SSATS Participation(yr)
N_SSATS3	N-SSATS Participation(yr)
N_SSATS4	N-SSATS Participation(yr)
N_SSATS5	N-SSATS Participation(yr)
State Reviewed	State reviewed facility for "approval" (Y = yes, N = no)
Date Reviewed	Date State reviewed

[BACK TO DOWNLOAD](#)

END OF WEB PAGE

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The variables N\_SSATS1 through N\_SSATS5 indicate the facility's participation status in the N-SSATS according to the codes indicated above for specific years as follows:

N_SSATS1	N-SSATS Participation in 1999
N_SSATS2	N-SSATS Participation in 2000
N_SSATS3	N-SSATS Participation in 2002
N_SSATS4	N-SSATS Participation in 2003
N_SSATS5	N-SSATS Participation in 2004